

Oregon State UNIVERSITY

College of Business

GRADUATE BUSINESS PROGRAMS

MBA HANDBOOK

2011-12

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THE OREGON STATE UNIVERSITY GRADUATE BUSINESS PROGRAMS MBA HANDBOOK

THE COLLEGE OF BUSINESS

The College of Business (COB) is a key contributor to optimizing enterprise, technological change and innovation. It provides management education for the people of Oregon and builds business expertise for strong economic development. As the fifth largest college on campus in terms of student enrollment, the COB is a key contributor towards developing a workforce that will drive Oregon's economic health and national and global competitiveness. The COB positions itself at the core of the innovation culture prevalent in OSU. Our vision and mission are extracted from the COB Strategic Plan and provided below.

Our mission emphasizes research-based education that prepares students for professional careers in an innovation economy. It is consistent with the broader aims of the mission, strategic plan, focus on professional programs and land grant status of the University.

Vision

The College of Business will be recognized internationally for excellence in innovative business programs and scholarly research. As a valued partner within Oregon State University and among businesses and academic institutions worldwide, the College and its programs will remain essential to the University's success

Mission

The College of Business provides internationally recognized research-based education that prepares profession-ready graduates who will lead in an innovation economy. The College will accomplish its MISSION and VISION through:

- educational programs that translate theory into practice and emphasize innovation and the entrepreneurial process;
- distinctive experiential learning opportunities for students;
- innovative outreach based on well-grounded theory and research;
- internationally-recognized research with practical applicability to business and industry; and
- a global reputation for providing a quality educational experience in a diverse learning community.

Strategic Initiatives

The College of Business is focusing its efforts on entrepreneurship and innovation by providing knowledge and expertise that promote the development of sustainable business practices, new products, processes, and organizational forms.

Innovation is the process of conceiving and implementing something new, whether it is a new product, process, market or technology.

Entrepreneurship is the act of recognizing and connecting innovation with opportunity.

GRADUATE BUSINESS PROGRAMS MISSION

The COB seeks to prepare students to participate in society and the work force as educated individuals who can succeed in a dynamic global economy. The Graduate Business Programs of the College are designed to feature a high quality experience, a strong personal concern for students as individuals, and a systems emphasis, consistent with the mission of this University. The policies and processes of the College are designed to recognize that students are our primary stakeholders, followed closely by the employers who will hire them.

The Graduate Business Programs educate leaders who manage creative organizations and take ideas to the global marketplace and is a critical component of the mission of the COB. Our educational offering to students is centered on the academic benefits of a research-based education that emphasizes entrepreneurship, innovation and experiential learning. We see our program emphasis on entrepreneurship and innovation as being particularly relevant to improving the economic development and entrepreneurial activities of populations in the State of Oregon. Our educational mission is to provide advanced management education that will prepare graduates to create, build and manage innovative, socially responsible and sustainable enterprises in a global business environment. The curricula are focused on translating theory into practice and provide a distinctive experiential learning opportunity for students. In addition to enhancing the personal development of its students, the program also provides marketable skills that promote career opportunities in today's business environment. The program's focus on entrepreneurship and innovation prepares graduates to assume leadership roles in emerging and innovative business organizations.

MBA PROGRAM ADMINISTRATION

Graduate Council

The Graduate Council has jurisdiction over the policies, procedures and requirements of graduate education. The Council establishes and revises admission standards, basic degree requirements, and general policies; approves all graduate faculty members, new programs, and courses; and periodically reviews all existing graduate programs. The creation of specific requirements of graduate programs and of individual student's programs is the responsibilities of the academic units. However, no academic unit has authority to waive or superseded the general policies of the Graduate Council.

The Graduate Council policies are contained in the OSU Course Catalog: policies governing all graduate programs (see URL <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#top>) and policies governing all Master's degree programs (see URL <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=39#top>)

College of Business

The College is the administrative unit responsible for directing and managing the MBA Program, and is headed by the Dean of the College of Business.

Dr. Ilene Kleinsorge, Dean of Business, Sara Hart Kimball Chair [Bexell Hall 200A, 541 737-6024]

Specific policies, procedures, and requirements for the MBA Program, beyond those set by the Graduate Council, are formulated by the Graduate Program Committee, which is comprised of three elected Graduate Faculty members, one elected student member, the Associate Dean of Faculty (ex-officio) and the Associate Dean for Graduate Business Programs (ex-officio). The Associate Deans are responsible for implementing the policies, procedures, and requirements of the MBA Program.

Advising for the MBA Program is provided by the Graduate Business Program Staff, 209 Bexell Hall. The Graduate Business Program Staff are located in Bexell Hall 300, (541 737-5510) and includes the following people:

James Coakley, Ph.D., Associate Dean, Graduate Business Programs
[jim.coakley@bus.oregonstate.edu]

Clara Horne, Executive Assistant to the Associate Dean and Academic Advisor for MBA Programs
[home@bus.oregonstate.edu]

Monette LeMay, Operations Manager and Advisor for MBA Programs
[monette.lemay@bus.oregonstate.edu]

MBA Program web site: <http://business.oregonstate.edu/mba>

NATURE OF THE MBA PROGRAM

The hallmarks of the MBA Program are similar to those you'll find in today's global marketplace. With small classes of dedicated students, the program is committed to fostering a spirit of academic community. The program is an accelerated management program with an experiential component and an emphasis on innovation and entrepreneurship. The program is designed to provide our graduates with the necessary skills to solve complex business problems and to successfully compete in the business marketplace. The intensive, fast-paced program is designed to guide students through a rigorous foundation and core curriculum, while allowing them to pursue their interests and push their boundaries. Throughout, students learn to build teams, integrate disciplines, work under pressure and multitask. In short, the same skills they will rely on when they leave campus.

The program can be compressed in length and completed in three academic quarters for full-time students with an undergraduate business degree or students who have completed the foundation knowledge courses. Students without a degree in business may complete the undergraduate foundation knowledge courses or the "the Essence of Business" summer series *in lieu* of the undergraduate foundation knowledge courses. The program can be completed on a part-time or full-time basis as the core curriculum classes are offered twice a day, once in the afternoon (12noon-3pm) and once in the evening (6-9pm).

The curricula are based on three levels of course work: foundation knowledge, advanced management topics, and the experiential learning component in the form of an Integrated Business Project (IBP) or research-based thesis. Students without an undergraduate degree in business must first demonstrate foundation knowledge of the fundamental components of business that are considered necessary to succeed in subsequent graduate level courses. The advanced management courses were designed to add significant incremental learning and experiences beyond the foundational knowledge courses and offer students in-depth exposure to current topics in business. The cornerstone of the program is the experiential learning component which integrates the functional-area coursework throughout the program. The experiential learning component varies depending on the Area of Concentration (see below).

MBA Foundation Knowledge Requirements

Foundation Knowledge coursework includes business fundamentals such as Accounting, Business Law, Finance, Marketing, Organizational Behavior, and Operations Management. The foundation knowledge courses may be completed on-line, completed on-campus as undergraduate coursework, or completed in an intensive series of courses offered in the summer. Students who possess an undergraduate degree or minor in business may have satisfied all of the foundation knowledge requirements – please check with the Graduate Business Program Staff.

Table 1. MBA Foundation Knowledge Requirements

<i>Area of Knowledge</i>	<i>Undergraduate Coursework</i>	<i>Summer Series Coursework</i>
Calculus	MTH 241	
Economics	ECON 201 - Microeconomics	
Accounting and Finance	BA 211 -- Financial Accounting BA 213 -- Managerial Accounting BA 360 -- Intro to Financial Mgt OR BA 340 – Finance	OR BA 515 -- Accounting and Finance
Management and Marketing	BA 352 - Leadership & Team Development OR BA 351 -- Managing Organizations BA 390 – Marketing	OR BA 516 -- Marketing and Management
Operations	BA 276 - Intro to Statistical Infer BA 357 - Operations Management	OR BA 514 - Sustainable Business Operations
Business Law	BA 233 - Legal Env of Business OR BA 230 Business Law	OR BA 513 - Business Legal Environment

MBA Core Curriculum

The core curriculum of the MBA program is comprised of 33 credit-hours of advanced management coursework used to provide coverage of the MBA Program Core Learning Outcomes that are derived from accreditation standards of the Association to Advance Collegiate Schools of Business (AACSB). The learning outcomes for the core curriculum and the coverage by corresponding coursework are provided in Table 2.

Table 2. MBA Core Curriculum Learning Outcomes

Learning Outcomes: Upon completion of the core curriculum within the MBA program, students will be able to:	Foundation Knowledge Coursework	Advanced Management Coursework
Understand, analyze and apply accounting information to facilitate strategic decision making	(BA 211 and BA 213) or BA 515	BA 528
Identify and use analytical tools to measure firm value and manage firm growth through strategies such as mergers, acquisitions, international expansion, and new venture development.	BA 340 or BA 360 or BA 515	BA 540 BA 543
Demonstrate awareness of economic, environmental, political, ethical, legal and regulatory contexts of global business practice	BA 230 or BA 233 or BA 513	BA 531
Discuss and analyze how value is created through the integrated production and distribution of goods, services, and information.	BA 357 or BA 514	BA 561 BA 531
Understand and apply conceptual frameworks and skills required for interpersonal effectiveness as leaders and members of teams and organizations.	BA 351 or BA 352 or BA 516	BA 560, BA 562
Use statistical and management science tools to support organizational decision making.	BA 276 or BA 514	BA 555
Master core marketing concepts and effectively communicate and apply the ideas, strategies and tactics that result from them.	BA 390 or BA 516	BA 590
Recognize the role of and utilize information technologies as they influence the structure and processes of organizations and economies, and as they influence the roles and techniques of management.	None	BA 572
View and evaluate business plans and activities in an international context.	None	Integrated throughout coursework

Advanced Management Courses in MBA Core Curriculum

- BA 528 Financial and Cost Analysis (BA 213 or BA 515)
- BA 531 Legal Aspects of Tech & E-Bus (BA 230 or BA 233 or BA 513)
- BA 540 Corporate Finance (BA 340 or BA 360 or BA 515)
- BA 543 Financial Markets & Institutions (BA 340 or BA 360 or BA 515)
- BA 550 Organization Management (BA 351 or BA 352 or BA 516)
- BA 555 Practical Business Analysis (BA 276 or BA 514)
- BA 561 Supply Chain Management (BA 357 or BA 514)
- BA 562 Managing Projects ((BA 351 or BA 352 or BA 516) AND (BA 357 or BA 514))
- BA 569 Advanced Strategic Management (All foundation coursework)
- BA 572 Advanced Information Systems
- BA 590 New Product Development (BA 390 or BA 516)

Prerequisites are listed in parenthesis.

MBA AREAS OF CONCENTRATION

Commercialization

The Commercialization Area of Concentration (track) emphasizes innovation, technology commercialization and entrepreneurship to prepare graduates to assume leadership roles in emerging business organizations. The cornerstone of the Commercialization track is the Integrated Business Project (IBP) that serves as the primary tool to integrate the curriculum across functional courses throughout the program and requires students to learn practical business tools by creating and delivering research-driven business plans that focus on the commercialization of new technologies. Most of these technologies come from the OSU Office for Commercialization and Corporate Development (OCCD) or industry partners (ONAMI, OSHU, Hewlett Packard, *etc.*). The IBP has evolved to be the prime distinguishing feature of the Commercialization MBA program at Oregon State University. The Learning Outcomes for the Commercialization track are presented in Table 3.

The schedule for completion of the coursework in the Commercialization track is shown in Table 4. Note that this track can be completed in a three-term, nine-month intensive curricular program. For multiple-year students, four courses must be completed during the final year: BA 560, BA 562, BA 567 and BA 568.

Table 3. Additional Learning Outcomes for the Commercialization Track

Commercialization Track Learning Outcomes Upon completion of the Commercialization track, students will be able to:	Coursework
Create, build and manage innovative, socially responsible, and sustainable technology-intensive enterprises in a global business environment. To achieve this outcome, students must demonstrate an ability to:	
<ul style="list-style-type: none"> • Develop an investor-ready business plan 	IBP (BA560/567/568)
<ul style="list-style-type: none"> • Present a compelling argument for funding 	IBP (BA560/567/568)
<ul style="list-style-type: none"> • Formulate strategies to be competitive in an international business environment 	BA 569 and IBP (BA560/567/568)
<ul style="list-style-type: none"> • Evaluate the implications of applying concepts of sustainability, ethics and social responsibility to managerial decisions 	Core curriculum and IBP (BA560/567/568)

Advanced Management Courses in Commercialization Track

BA 560 Venture Planning: The BA 560 Venture Planning course offered in the fall serves as the framing course where MBA teams select their project and perform an initial market analysis and feasibility study. At the end of fall term, each team must produce a feasibility analysis paper that is defended to the faculty examination committee. The MBA students have the benefit of incorporating the experience and knowledge of the graduate faculty members early in the IBP process, and receive clearly-defined research and writing goals for winter term.

BA 567 Colloquium: The BA 567 IBP Colloquium offered during winter term comprises a series of guest speakers that address topics related to the IBP – from how to write an effective executive summary to how to structure venture financing. By the eighth week of winter term, the final drafts of the IBP are provided to the faculty committees, which provide corrections and additional directions to the IBP teams.

BA 568 Integrated Business Project: In spring term, the IBP experiential learning process culminates with two events. In the third week, each IBP team competes for cash prizes in a business plan competition with industry executives, including venture capitalists, as judges. In the seventh and eighth weeks, each team defends their IBP to a faculty evaluation committee as part of the final oral exam.

Table 4. Coursework Schedule for Commercialization Track

Fall 2011	Winter 2012	Spring 2012
BA 528 (3)	BA 531 (3)	BA 543 (3)
BA 560 (3) ¹	BA 540 (3)	BA 550 (3)
BA 562 (3) ¹	BA 555 (3)	BA 572 (3)
BA 569 (3)	BA 561 (3)	BA 568 (3) ¹

BA 590 (3)	BA 567 (3) ¹	Elective (3 or 4)
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1. Course must be completed during the final year of the program.

Clean Technology

The Clean Technology Area of Concentration (track) within the OSU MBA program prepares students with a theoretical knowledge of business, entrepreneurship, innovation, commercialization processes, and environmental economics that enables them to apply such knowledge to develop a business proposal for a selected clean technology project. For the purposes of this track, we define clean technology as products, services and processes that:

- Involve natural resources fundamental to life or commerce including energy, water, air, extracted metals, petroleum and chemical compounds;
- Improve the efficiency of resource usage through new methods of generation, extraction, distribution or utilization; and/or
- Minimize the impact on global and local environments by reducing consumption and waste of limited resources, substituting less constrained resources that serve the same function, or enhancing methods of disposal, recycling and reuse.

The Integrated Business Project in the Clean Technology track (CT-IBP) is a nine-month capstone project that integrates the knowledge and skills acquired in the core curriculum courses and allows student to apply them to a real-world business problem. These projects are broader in the sense that they consider alternatives to developing new ventures, such as licensing. The learning outcomes for the Clean Technology track are presented in Table 5.

The schedule for completion of the coursework in the Clean Technology track is shown in Table 6. Note that this track can be completed in a three-term, nine-month intensive curricular program. For multiple-year students, five courses must be completed during the final year: BA 534, BA 562, BA 566, BA 567 and BA 568.

Table 5. Additional Learning Outcomes for the Clean Technology Track

Clean Technology Track Learning Outcomes Upon completion of Clean Technology track, students will be able to:	Coursework
Create, build and manage innovative, socially responsible, and sustainable technology-intensive enterprises in a global business environment. To achieve this outcome, students must demonstrate an ability to:	
<ul style="list-style-type: none"> • Apply screening tools and the technology commercialization process to develop a business proposal for a selected clean technology project 	IBP (BA566/567/568)
<ul style="list-style-type: none"> • Present a compelling argument for funding 	IBP (BA566/567/568)
<ul style="list-style-type: none"> • Formulate strategies to be competitive in an international business environment 	BA 569 and IBP (BA566/567/568)
<ul style="list-style-type: none"> • Understand core principles and technologies shaping the clean-technology industry 	BA 566

Advanced Management Courses in Clean Technology Track

BA 566 Clean Technology Commercialization. The BA 566 Clean Technology Commercialization course offered in the fall serves as the framing course where MBA teams select their projects from among recently awarded Clean Technology patents and perform an initial market analysis and feasibility study. Students will learn processes and tools to assess the business viability of a technical idea, and to develop the best business approach for commercialization. At the end of fall term, each team must produce a feasibility analysis paper that is defended to the faculty examination committee. The MBA students have the benefit of incorporating the experience and knowledge of the graduate faculty members early in the IBP process, and receive clearly-defined research and writing goals for winter term.

BA 567 Colloquium: The BA 567 IBP Colloquium offered during winter term comprises a series of guest speakers that address topics related to the IBP – from how to write an effective executive summary to how to structure venture financing. By the eighth week of winter term, the final drafts of the IBP are provided to the faculty committees, which provide corrections and additional directions to the IBP teams.

BA 568 Integrated Business Project: In spring term, the IBP experiential learning process culminates with two events. In the third week, each IBP team competes for cash prizes in a business plan competition with industry executives, including

venture capitalists, as judges. In the seventh and eighth weeks, each team defends their IBP to a faculty evaluation committee as part of the final oral exam.

Table 6. Coursework Schedule for the Clean Technology Track

Fall 2011	Winter 2012	Spring 2012
BA 528 (3)	BA 531 (3)	BA 543 (3)
BA 562 (3) ¹	BA 540 (3)	BA 550 (3)
BA 566 (3) ¹	BA 555 (3)	BA 572 (3)
BA 569 (3)	BA 561 (3)	BA 568 (3) ¹
BA 590 (3)	BA 567 (3) ¹	BA 534 (3) ¹

1. Course must be completed during the final year of the program.

Research Thesis

The Research Thesis Area of Concentration (Thesis track) offers MBA students and COB faculty with joint research interests an opportunity to engage in research as part of completing the requirements for the MBA degree program. This two-year alternative program includes the 33 credit MBA Core Curriculum plus 14 course and thesis credits. These 14 course and thesis credits include:

- BA 596 Research Methods. Students may substitute another ‘research methods’ course for BA 596 with approval of the thesis committee.
- BA 505 Reading & Conference (4 credits) consisting of the following:
 - Study of a discipline-specific core literature, determined by the discipline of the student’s advisor.
 - Study of a topic-specific literature tuned to the research topic to be addressed in the thesis and determined by the student in collaboration with the thesis advisor.
 - Submission and defense of written Thesis proposal.
- BA 503 Thesis (6 credits).

Table 7. Additional Learning Outcomes for the Research Thesis Track

Research Thesis Track Learning Outcomes Upon completion of Research Thesis track, students will be able to:	Coursework
Design, execute and report on business research problems and their solutions. To achieve this outcome, students must demonstrate an ability to:	
<ul style="list-style-type: none"> • Inventory the existing academic literature regarding a specific research topic 	BA 596, BA 505
<ul style="list-style-type: none"> • Formulate research questions 	BA 596, BA 505
<ul style="list-style-type: none"> • Formulate a research plan for investigating the research question 	BA 596, BA 505
<ul style="list-style-type: none"> • Execute the research plan; <i>i.e.</i>, collect and analyze the data 	BA 503 Thesis
<ul style="list-style-type: none"> • Report on the research findings, both in oral and written formats 	BA 503 Thesis
<ul style="list-style-type: none"> • Conduct scholarly activities in an ethical manner 	BA 596, BA 505, BA 503 Thesis

Accounting Certificate

The Accounting Certificate program is designed for students who have earned a Bachelor's degree in a non-accounting field. The curriculum supports completion of the MBA (Commercialization, Clean Technology or Research Thesis tracks) combined with completion of sufficient Accounting coursework to support preparation for the Certified Public Accounting exam and employment in the professional accounting career field. The Accounting Certificate requires completion of 36 credits of Accounting coursework and 36 credits of MBA coursework (see Table 8)

Table 8. Coursework Schedule for MBA plus Accounting Certificate

Fall Year 1	Winter Year 1	Spring Year 1	Fall Year 2	Winter Year 2	Spring Year 2
ACTG 317 (4)	ACTG 318 (4)	ACTG 319 (4)	BA 560 (3)	ACTG 325 (4)	ACTG 527 (4)
BA 555 (3)	ACTG 378 (4)	ACTG 321 (4)	BA 562 (3)	BA 531 (3)	BA 550 (3)
BA 590 (3)	BA 561 (3)	BA 540 (3)	BA 569 (3)	BA 567 (3)	BA 572 (3)
			ACTG 522 (4)	ACTG 517 (4)	BA 568 (3)

Accounting Coursework in MBA plus Accounting Certificate curricular program

- ACTG 317 External Reporting I (4 cr)
- ACTG 318 External Reporting II (4 cr)
- ACTG 319 External Reporting III (4 cr)
- ACTG 321 Cost Management I (4 cr)
- ACTG 325 Introduction to Taxation (4 cr)
- ACTG 378 Accounting Information Management (4 cr)
- ACTG 517 Advanced Accounting (4 cr)
or ACTG 520 I.T. Auditing (4 cr)
- ACTG 522 Strategic Cost Management (4 cr)
- ACTG 527 Assurance and Attestation Services (4 cr)

IBP Plus

Both the Commercialization and the Clean Technology tracks may be completed in a multiple-year program that allows the MBA candidate to take additional elective coursework. One potential schedule for completion of the coursework in a two-year Commercialization-track program is shown in Table 9. The elective coursework can be any graduate-level course at OSU. There are multiple elective courses available in the College of Business (see Table 10).

Table 9. Coursework Schedule for Two-Year Commercialization Track

Fall 2011	Winter 2012	Spring 2012	Fall 2012	Winter 2013	Spring 2013
BA 528 (3)	BA 540 (3)	BA 543 (3)	BA 560 (3)	BA 531 (3)	BA 568 (3)
BA 555 (3)	BA 569 (3)	BA 550 (3)	BA 562 (3)	BA 567 (3)	Elective (3 or 4)
BA 590 (3)	BA 561 (3)	BA 572 (3)	Elective (3 or 4)	Elective (3 or 4)	Elective (3 or 4)
	Elective (3 or 4)	Elective (3 or 4)			

Table 10. Elective Coursework Available in the College of Business

Course	Title
BA 541	FINANCIAL INSTITUTIONS
BA 544	RISK MANAGEMENT
BA 545	INTERNATIONAL FINANCIAL MGMT
BA 553	HUMAN RESOURCES MANAGEMENT
BA 563	FAMILY BUSINESS MANAGEMENT

BA 592	CONSUMER BEHAVIOR
BA 593	ADVERTISING MANAGEMENT
BA 595	RETAIL MANAGEMENT
BA 596	MARKETING RESEARCH PRACTICUM
BA 597	GLOBAL MARKETING

MBA DEGREE REQUIREMENTS

The 45 credit-hour MBA degree program is referred to as the “MBA Program of Study”. A student must earn a minimum of 30 graduate credits toward the MBA degree from OSU after admission as a degree-seeking graduate student, regardless of the number of credits reserved or transferred (see below).

Transfer Credits

Students may transfer up to 15 credit hours into the MBA Program to satisfy core curriculum and/or elective requirements. Courses to be transferred must be: [1] graduate level; [2] taken after the completion of a four-year baccalaureate degree [or equivalent]; [3] used only as a substitute course in the MBA Program (that is, cannot also be used to satisfy requirements in another graduate degree); [4] appropriate to the MBA Program; [5] from an AACSB accredited institution; and [6] with grades of 3.00 or better. Approval from the Associate Dean for Business Graduate programs is necessary before a transfer course may be substituted into the Program.

Reserving Credits

Undergraduate and post baccalaureate students at OSU may receive credit for graduate courses (500 level) in excess of the requirements for a baccalaureate degree. They may reserve credits for possible use in the MBA program under the following conditions:

- Request for reservation must be made prior to the end of the term in which the student completes their baccalaureate requirements.
- Only credits with grades of "B" (3.00) or better may be reserved for graduate credit. Credits with grades of "P" or "S" cannot be reserved.
- A maximum of 15 credits may be reserved for graduate credit.
- Baccalaureate degree holders who are admitted to a post baccalaureate status may reserve not more than 6 graduate credits per term to apply in a graduate program.

Not more than 15 graduate credits reserved in combination as an undergraduate and post baccalaureate can be used in a graduate degree program.

Minor

MBA students may choose to minor in an academic area outside of the College of Business. A formal minor program consists of a *minimum* of 15 hours of coursework. Minor requirements are established by the department offering the minor. Students electing a minor field must complete the requirements of both the major and minor departments. Credit hours earned in a minor program do not substitute for required hours in the MBA Program.

Slash Courses

The College of Business offers what are known as "slash" courses with course numbers that are displayed as 4XX/5XX. The intent of these courses is to offer a broad array of subject matter that may be of particular interest to students. Enrollment in these courses can consist of upper division undergraduate students and graduate students. Graduate students enrolled in slash courses are required to complete additional course requirements.

MBA students may choose to enroll in these “slash” courses as the required elective in the spring, or in addition to the 45-credits required to earn the MBA. Such classes may give MBA students more in-depth coverage of certain business disciplines. These classes will not substitute for the required MBA courses, and cannot be taken if they were taken at the 400-level prior to enrolling in the MBA Program. The courses will count in the overall MBA GPA and will appear on the student’s transcript. Consult the *General Catalog* for a listing of slash courses. Since not all slash courses listed are offered each term, consult the *Schedule of Classes* for term offerings.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Oregon State University

The minimum admissions requirements set by the Graduate Council for all applicants are as follows:

- a four-year baccalaureate degree from a regionally-accredited college or university, and
- a combined GPA of 3.00 on the last 90 quarter (60 semester) credit hours of graded undergraduate work toward the first baccalaureate degree plus all work completed thereafter,
OR
- a four-year baccalaureate degree from a regionally-accredited college or university, and
- a 45 quarter credit-hour graduate degree from a regionally accredited university.

If the student has completed his or her baccalaureate degree in a country that is a signatory of the Bologna Declaration, then

- A baccalaureate degree of at least three years duration with a B average (equivalent 3.00 on a U.S. 4.00 grading scale) in the last two years, plus all subsequent graded course work;
OR:
- A baccalaureate degree of at least three years duration with a two-year (equivalent to 45-quarter credits) graduate degree.

College of Business

The COB has established the following minimum requirements for admission to any Graduate Business program that apply in addition to general University requirements for applicants seeking admission to the program.

- A Graduate Management Admission Test (GMAT) minimum overall score of 500 with verbal and quantitative sub scores in at least the 20th percentile range, and an analytical writing score of at least 4.0 or 20th percentile range.
 - The GMAT requirement is waived if the applicant has completed a 45 (quarter) credit-hour graduate degree from a regionally-accredited university.
- International students must submit the Test of English as a Foreign Language (TOEFL) with the following minimum score:
 - 575 on the paper-based version
 - 233 on the computer-based version, or
 - 91 total, with subset scores of at least 22, on the Internet-based version (iBT).
 - 7.0 on the IELTS.

Application Checklist

- One copy of all official transcripts of previous academic work, undergraduate and graduate, from each school attended (applicants do not need to provide copies of OSU transcripts). International applicants must provide a certified English translation of their academic transcripts. If the applicant is admitted, one official transcript, undergraduate and graduate, from each school attended must be forwarded to the Office of Admissions prior to the student's second term of registration.
- One copy of the statement of objective.
- Three letters of professional reference.
- One copy of a current Resume or Vita.
- One copy of the GMAT score report (official score report should be sent directly by GMAT testing agency).

International applicants must also send the following documents with the application materials:

- Two photocopies of official TOEFL scores. If you are admitted, your official TOEFL score must be received by the Office of Admissions prior to the start of your first term of enrollment.

- Financial certificate with supporting documentation, demonstrating sufficient financial resources for the desired academic program.

GRADUATE WORK BY FACULTY MEMBERS

Oregon Administrative Rule (OAR) 580-020-0005 specifies that one may not simultaneously be an OUS faculty member and an OUS graduate student. This policy pertains to all OSU faculty members (both ranked and professional), is consistent with practices at most universities, and is in keeping with recognized appropriate graduate education practice.

Although faculty members are eligible to enroll for courses at staff fee rates, such course work may not be applied to a graduate certificate or graduate degree without prior approval from the graduate dean. Please check with the Graduate Business Programs staff to file the appropriate petitions.

GETTING STARTED

WHERE TO FIND INFORMATION

Schedule of Classes

The *Schedule of Classes* is available on the web at <http://catalog.oregonstate.edu>. The most accurate and up-to-date information is on the web.

General Catalog

The *General Catalog* contains course descriptions and other useful information. It is available on the web at <http://catalog.oregonstate.edu>. The most accurate and up-to-date information is on the web.

STUDENT IDENTIFICATION CARDS

Student identification (ID) cards may be obtained at the Identification Card Center located in Kerr Administration. To obtain your ID card, you must be enrolled and show one piece of photo ID. You will need your student ID number for registration, and your student ID card to check out library books and to receive student rates for various activities.

REGISTRATION

Registration activities are conducted via the web. You will access the system to register, adjust, or confirm your schedule. The current *Schedule of Classes* provides specific information regarding procedures, and dates and times during which you may access the system.

PAYING FEES

Registration automatically incurs an obligation to pay fees. All fees [tuition, room and board, etc.] are reported in a monthly statement that is generated **on-line** around the 5th of each month. Unpaid balances as of the 1st of the month are considered past due, and will be assessed interest. You are financially responsible for all courses for which you register, and are responsible for paying fees by the deadline even if you do not receive a bill. Information regarding your student account may be found at the Business Affairs web site: <http://oregonstate.edu/fa/businessaffairs/studentfinance/>

SCHOLARSHIPS & FINANCIAL ASSISTANCE

PROGRAM SCHOLARSHIPS

Maureen Leary Brown MBA Endowed Scholarship

Dr. Daniel J. Brown established this scholarship for the MBA Program in the College of Business in memory of his late wife, Maureen Leary Brown, OSU MBA Class of 1980. This scholarship is intended to attract and benefit worthy students who are enrolled in the MBA Program at OSU. The scholarship is awarded prior to the beginning of the MBA Program in fall term of each year.

Minimum Qualifications

- The student must have applied for, been accepted as a regular student in, and notified the Program of intent to enroll in, the College of Business MBA Program.
- The student must be a U.S. Citizen.
- The student must have demonstrated scholastic ability by having achieved an undergraduate GPA of at least 3.25 [on a 4.0 scale].
- First preference is to females.

Selection Criteria

From those students who meet the minimum qualifications, the College of Business Graduate Scholarship Committee shall select a worthy student who appears to have the ability to succeed in the MBA Program and who shows promise in her chosen career. Among students with high demonstrated ability, financial need may be considered in granting the scholarship.

The Hertich Family Scholarship

The Hertich Family Scholarship assists students with a background in Forestry or Wood Science to enroll in the MBA program and lists a preference for bilingual candidates.

Minimum Qualifications

- The student must have applied for, been accepted as a regular student in, and notified the Program of intent to enroll in, the College of Business MBA Program.
- The student must be a U.S. Citizen.
- The student must have demonstrated scholastic ability by having achieved an undergraduate GPA of at least 3.25 [on a 4.0 scale].
- First preference is to bilingual students with a background in Forestry or Wood Science

Selection Criteria

From those students who meet the minimum qualifications, the College of Business Graduate Scholarship Committee shall select a worthy student who appears to have the ability to succeed in the MBA Program and who shows promise in their chosen career. Among students with high demonstrated ability, financial need may be considered in granting the scholarship.

College of Business Academic Merit Scholarships

Academic merit scholarships are used by the MBA program to attract high caliber students who advance the quality of the program and the diversity of perspective amongst MBA program participants. Both international and domestic students may be eligible for consideration within this category.

Minimum Qualifications:

- The student must have applied for, been accepted as a regular student in, and notified the Program of intent to enroll in, a College of Business Graduate Degree Program.

- The student must be making satisfactory progress as a graduate degree-seeking student in the specified business degree program.
- The student must be able to demonstrate a high potential for success in the specified graduate business degree program by:
 - meeting a minimum programmatic GPA of 3.25 or greater and GMAT (if required) score of 570 or higher;
 - submitting a clear statement of purpose;
 - having strong letters of recommendation received on their behalf;
 - completing a minimum of 9 credit hours each term of the scholarship;
 - maintaining high professional standards in accordance with the Guiding Professional Standards for the College of Business Community (see the Academic Policies section below); and/or
 - exhibiting a record of leadership through extensive community and civic engagement.

Selection Criteria

Academic merit scholarships are highly competitive. From those MBA Candidates who meet the minimum qualifications, the Graduate Scholarship Committee shall select worthy individuals who have demonstrated success in academic and /or professional endeavors. The resume and letters of reference submitted by the candidate will be a primary source of information.

College of Business Diversity Enhancement Scholarships

Our educational offering to underrepresented, minority and diverse candidates is centered on the academic benefits of a research-based education that emphasizes entrepreneurship and innovation. We see our program emphasis on entrepreneurship and innovation as being particularly relevant to improving the economic development and entrepreneurial activity of minority populations in the State of Oregon. As a result, only *domestic* graduate degree-seeking students may be eligible for consideration under the diversity category.

Minimum Qualifications:

To qualify for a diversity enhancement scholarship, the Graduate Business Degree candidate must be a domestic student and:

- be a regularly, conditionally, or provisionally admitted, degree seeking candidate in a graduate business degree program;
- be programmed to complete a minimum of 9 credit hours each term of the scholarship;
- agree to maintain high professional standards in accordance with the Guiding Professional Standards for the College of Business Community (see the Academic Policies section below);
- have demonstrated diversity of perspective by:
 - being an individual from a cultural, linguistic, and/or socioeconomic background that is underrepresented in the graduate business degree program, and/or
 - exhibiting a record of positive engagement with communities that are underrepresented in higher education.

Selection Criteria

From those candidates who meet the minimum qualifications, the Graduate Scholarship Committee shall select worthy individuals who appear to have the ability to succeed in their Graduate Business Degree Program and who show potential for success in their subsequent careers.

Application Procedure

All candidates for Graduate Business Degree programs who submit a complete application by Jan 15th and meet the minimum qualifications will be considered for the Program Scholarships for the following academic year. Applications received after January 15th will be evaluated for supplemental grants (if scholarship funds are available for the academic year).

GRADUATE ASSISTANTSHIPS

Position Specifics

Graduate assistantships [GAs] provide service to an academic unit in return for tuition waivers and stipends. This service could include the following: teaching a class or recitation section, grading papers, conducting research in support of a course or discipline, or other academically-focused assignments related to the mission of the unit. Whatever the scope of the appointment, the GA is considered a student providing service as part of a learning experience rather than as an employee whose education is secondary.

GA appointments are made on a term-to-term basis and are limited to fall, winter, and spring terms. GA appointments are generally not available during the summer term. Faculty may extend appointments beyond a single term at their discretion, based on satisfactory performance the first term. GA appointments are limited to the current academic year and must be renewed if extended into the subsequent academic year.

GAs are typically appointed on a .25 FTE basis. This appointment requires 130 hours of work during the contract period (usually an academic term). GAs at other FTE levels are expected to provide proportional levels of service. GAs must register for *and* complete a minimum of 12 credit hours each term during the assistantship. Assistants on .15 to .29 FTE may register for a maximum of 15 credits. The stipend for a GA includes tuition remission and salary.

Specific qualifications, services to be performed, work schedule and performance requirements/review of the GA will be established and maintained by the faculty or department sponsor. The supervising faculty member will provide the student with a written job description prior to hiring the student.

Qualifications

To qualify for a GA appointment, the student must:

- currently be a regularly-admitted, degree-seeking candidate in a Graduate Program;
- be enrolled as a graduate student at Oregon State University, completing a minimum of 12 credit hours each term of the assistantship;
- maintain a cumulative GPA of at least 3.00 for **ALL COURSES** taken as a graduate student (this includes all courses listed on the MBA Program of Study and all additional courses taken at OSU even if they are not part of your MBA Program of Study); and
- be making satisfactory progress toward an advanced degree.

Application Procedure

Once a faculty member has selected a student for a GA position, the student must go to the Associate Dean for Faculty to complete necessary approval paperwork, and to the Director of Budgets for necessary payroll paperwork. If a student is an existing GA and is being rehired for the next term, the student should go directly to the Director of Budgets to complete the necessary payroll paperwork.

UNIVERSITY SCHOLARSHIPS

Although many scholarships are awarded in advance, you may qualify for academic or need-based scholarships. The *General Catalog*, the *Graduate Catalog*, and the University website (<http://www.oregonstate.edu/>) contain information on scholarships that are available through the University.

FINANCIAL ASSISTANCE

Student Loans

Financial aid programs administered by OSU generally require advance application. If you have questions about these programs, contact the Financial Aid Office, Kerr Administration Building, A-218, 737-2241.

Part-Time Work

Many faculty members hire grading assistants. If you have done well in a particular course or area of study or have relevant experience, you may wish to contact the instructor to see if he or she is in need of a grading assistant. There are

also part-time jobs available elsewhere on and off campus. The Barometer and the Corvallis Gazette-Times classified ads are good sources of information on part-time positions. In addition, Career Services lists on and off campus job openings on line via the Beaver Recruiting service. You can register for Beaver Recruiting at <http://oregonstate.edu/career/students> to access job listings, post your resume and sign up for email notices when new jobs are listed. Career Services is located in Kerr Administration Building B008 [737-4085].

MOVING THROUGH THE PROGRAM

CLASS SCHEDULING

Courses in the MBA Program are scheduled from noon-3:00 pm and 6:00-9:00 pm on Monday, Tuesday, Wednesday and Thursday. Friday is reserved for team meetings and selected seminars. The term-by-term schedule for courses in the MBA Program is listed in Table 11. Please note that these courses are only offered in the terms indicated, and that the actual day of the week the course is offered may change due to scheduling conflicts. Please check the online catalog to verify the actual day and times of the course offerings.

Table 11. Term Schedule for Graduate Business Courses

Course	Title	Fall 11	Winter 12	Spring 12	Summer 12
BA 528	FINANCIAL AND COST ANALYSIS	2			
BA 531	BUSINESS LAW-TECH/NEW VENTURES	1	2		
BA 540	CORPORATE FINANCE		2	1	
BA 543	FINANCIAL MARKETS & INSTITUT			2	
BA 550	ORGANIZATION MANAGEMENT			2	1
BA 555	PRACTICAL BUSINESS ANALYSIS	1	2		
BA 560	VENTURE PLANNING	2			
BA 561	SUPPLY CHAIN MANAGEMENT		2		
BA 562	MANAGING PROJECTS	2			
BA 566	CLEAN TECH COMMERCIALIZATION	1			
BA 567	ST/ COLLOQUIUM		1		
BA 568	INTEGRATED BUSINESS PROJECT			3	
BA 569	ADVANCED STRATEGIC MANAGEMENT	2	1		
BA 572	ADVANCED INFORMATION SYSTEMS			2	1
BA 590	BUILDING CUSTOMER RELATIONSHIP	2	1		
Elective Courses					
BA 541	FINANCIAL INSTITUTIONS		1	1	
BA 544	RISK MANAGEMENT		1	1	
BA 545	INTERNATIONAL FINANCIAL MGMT			2	
BA 553	HUMAN RESOURCES MANAGEMENT	2		3	
BA 563	FAMILY BUSINESS MANAGEMENT			1	
BA 567	ST/ PROJECT MGT CERTIFICATION			1	
BA 592	CONSUMER BEHAVIOR	2	1		
BA 593	ADVERTISING MANAGEMENT		1		
BA 595	RETAIL MANAGEMENT	2		1	
BA 596	MARKETING RESEARCH PRACTICUM		3		
BA 597	GLOBAL MARKETING	1		2	

GRADUATE STUDENT REGISTRATION

Continuous Enrollment Requirement and Minimum Registration

Unless on approved Leave of Absence, all graduate students must register continuously for a minimum of three graduate credits, excluding summer session, until their degree is granted or until their status as a credential-seeking graduate student is terminated. The complete Continuous Enrollment Policy may be viewed at the following URL: <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>. Contact the MBA Program staff to apply for an approved Leave of Absence,

Full-time Registration

The full-time course load for a graduate student, including coursework and thesis credits, ranges from 9-16 credits per term.

All Graduate Assistants must register for and complete a minimum of 12 credits during each term of the 9-month academic year. If a GA position is held during the summer, a minimum of 9 credits must be completed.

International Student Registration

A minimum of 9 credits per term is required of most international students to satisfy Visa requirements. For specific details, international students should contact International Student and Faculty Services in A110 Kerr.

OPPORTUNITIES FOR INTERNSHIPS

MBA students who complete the intensive nine-month program will find there is little room in the program for internships. However, internships may be completed after coursework is completed. MBA students who complete the program over multiple years are encouraged to find internships over the summer term. Information on internships available to MBA students is circulated through COB-centralized resources.

FINAL EXAMINATION

A Final Examination is required of all candidates for the MBA. The purposes of the Final Examination are to: [1] fulfill Graduate Council requirements for a final examination in an advanced degree program, [2] demonstrate a candidate's professional competence in the disciplines represented by the MBA curriculum, and [3] to provide a challenging integrative learning experience.

Before sitting for the Final Examination, a candidate must meet the following conditions:

- have successfully completed or be currently registered in all required courses within the MBA Program of Study;
- have a current minimum GPA of 3.0 for all courses taken as a graduate student, for all courses in the MBA Program of Study (the MBA Program may include courses taken prior to obtaining graduate student status), and for all COB coursework (BA and ACTG) coursework completed as part of the MBA program; and
- have all incomplete grades officially removed and on record at the Registrar's Office.

The Final Examination is in oral format, and will be held in conjunction with the defense of the Integrated Business Project. Following the final presentation of the IBP business plan by the team members, each member of the team will meet individually with a faculty committee for the Final Examination. The Final Examination is intended to test the candidate's ability to interpret material in the MBA curriculum, with an emphasis on work presented in the IBP business plan. The candidate should be fully prepared to answer questions that relate to all coursework – to go beyond descriptive responses – to engage in critical analysis and synthesis.

At the conclusion of the Final Examination, the committee will meet privately to vote and to forward a completed examination card to the Associate Dean for Business Graduate Programs. Should a candidate not pass his or her Final Examination, the final examination may be deferred at the request of the candidate's committee. The deferred exam is generally completed within two weeks of the first examination. If a student fails the deferred exam (or was not allowed a deferral at the request of the Committee), a minimum waiting period of two months is required before a student can test again. The waiting period is to allow the candidate to complete any remedial actions recommended by the committee and to prepare for a successful examination.

The IBP presentation and oral examination are generally held on the same day. In the rare case that a student presenting the IBP is not completing his/her coursework during spring term, the oral examination portion of the exam will be delayed until the graduating term.

GRADUATION

To be recommended for the MBA degree, a candidate must:

- have a cumulative GPA of 3.00 for all courses taken as a graduate student;
- have a cumulative GPA of 3.00 for all courses listed on the MBA Program of Study, and have completed those courses;
- have a cumulative GPA of 3.00 for all COB coursework (BA and ACTG) completed as part of the MBA degree,
- pass the final examination; and
- file a diploma application with the Registrar's Office.

ACADEMIC POLICIES

GUIDING PROFESSIONAL STANDARDS FOR THE COLLEGE OF BUSINESS COMMUNITY

As a member of the College of Business Community you should strive to:

- treat others with honesty, respect, and courtesy;
- maintain the highest levels of academic integrity;
- act in accordance with ethical and social responsibilities;
- foster a professional learning environment; and
- act in a professional manner.

You are also expected to comply with the law as well as all University regulations and policies that apply to you. Those University policies include, but are not limited to, the University Student Conduct Regulations, the University's Discrimination and Harassment Policies and the University's Policy on Acceptable Use of Computing Resources. Failure to comply with these laws, regulations, and policies may result in the pursuit of disciplinary action by the College, as detailed further below.

GENERAL STATEMENT ON PROFESSIONAL CONDUCT AND ACADEMIC INTEGRITY

The Guiding Professional Standards for the College of Business Community, subscribed to by all members of the College of Business Community, is intended to support and implement the values held by the College. Those values encompass the pursuit of excellence in teaching, learning and scholarship. All members of the College of Business Community accept our responsibility to strive to meet those standards and to act in an ethically proper manner in our dealings with others. We dedicate ourselves to create and nurture a culture of innovation, cooperation, diversity and mutual respect within the College of Business while recognizing and pursuing the social responsibilities imposed by these values.

A reputation for personal integrity is valuable in the business and broader world. A good reputation is created through personal behavior and performance over time that is observed by friends, colleagues, and business associates, both superiors and subordinates.

The students, faculty, administrators and staff of the College of Business are committed to fostering and creating a positive, professional learning environment. These goals will be pursued by conduct that is honest, civil, courteous and responsible.

Satisfactory Progress Requirements

An important goal of the MBA program is that all students admitted to the program successfully complete it. The following policies are designed to establish an acceptable standard of academic performance for students in the MBA program and to identify intervention steps for students who encounter academic difficulty.

Students must make satisfactory progress toward graduation in order to remain in good standing in the MBA program. There are three provisions associated with satisfactory progress:

1. A student must maintain a minimum cumulative GPA of 3.00 for all courses taken as a graduate student, for courses listed on the MBA Program of Study, and for all College of Business coursework (BA and ACTG courses) completed as part of the MBA program.
2. A student may not accumulate more than 9 credit hours of less than "B-" for all MBA courses taken.
3. A student must earn a grade of "C" or better for all courses listed on the MBA Program of Study (grades of "C-" and below are not accepted in the MBA Program).

Academic and Disciplinary Procedures

The College of Business Academic and Disciplinary Procedures govern the College's response to a student's failure to progress adequately academically in the College or a violation of the law or University regulations and policies that apply to the student, including the Guiding Professional Standards of the College, the University Student Conduct Regulations, the University's Discrimination and Harassment Policies, or the University's Policy on Acceptable Use of Computing Resources. As is the case for all students, College of Business students are also subject to the University's Student Conduct Regulations and the procedures for enforcement of those regulations, which may be reviewed at http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_576/576_tofc.html. Students must also comply, in all respects, with the Student Conduct Regulations [OAR 576, Sec. 15]. Violation of these requirements may result in sanctions, including permanent suspension from the University.

A failure by the student to progress adequately academically or a violation by the student of the Guiding Professional Standards of the College, the University Student Conduct Regulations, the University's Policy on Discrimination and Harassment, or the University's Policy on Acceptable Use of Computing Resources may result in the pursuit of one or more of the actions detailed below, including dismissal of the student from the College. The College will notify a student against whom it pursues such action with information about the effect of the action on the student's status in the College and information regarding how the student may respond to or appeal the action.

A student against whom the College pursues such action will be issued one of the following notices, depending on the student's academic status or the severity or frequency of the behavior resulting in the action:

WARNING NOTICE

A "Warning" may also be issued to identify student behavior which may place a student's enrollment status in the College at risk. The Warning status may be removed following satisfactory resolution of behavioral concerns, as determined by the College.

PROBATION

A student who is in good standing relative to provision [2] above, but who is six or fewer grade points deficient from a cumulative GPA of 3.00 will be placed on academic probation.* A student on probation will be allowed to continue in the program; however, the student must meet with an MBA Program Academic Advisor prior to enrolling in a subsequent term's courses.

A student on Probation status must follow recommendations of the College in order to avoid Suspension or Dismissal. Students on Probation status must meet with the Associate Dean following each term to review their progress and standing in the College until the Probation status is removed. Students who successfully fulfill the recommendations will be removed from Probation status. Students who fail to follow or are unsuccessful in fulfilling the recommendations will be placed on Suspension and evaluated for dismissal from the College. Probation may also be continued if a student is still out of compliance with academic or behavioral requirements but is taking steps to correct the problem(s) identified.

* A grade point deficiency is determined by multiplying the number of credits in a graded course by 3.00 and then subtracting the number of credits multiplied by the number of grade points earned. For example, if a candidate received a grade of "C" in a three-credit course, the grade point deficiency would be calculated as: [3 credits] x [3.00] - [3 credits] x [2.00] = 3 grade points deficient.

SUSPENSION

A student who: [a] fails to meet provision [2] above; or [b] is in good standing relative to provisions [2] and [3] above but seven or more grade points deficient from a cumulative GPA of 3.00, may be suspended from the MBA program for failure to meet the academic progression standards.

A student who has displayed severe or repeated departures from the law or University regulations and policies that apply to the student, including the Guiding Professional Standards of the College, the University Student Conduct Regulations, the University's Discrimination and Harassment Policies, or the University's Policy on Acceptable Use of Computing Resources may be placed on suspension status. Students engaged in an appeal of their dismissal from the College will also be placed on Suspension status.

The College will place an indefinite hold on the progression of a student placed on suspension status until the College can adequately evaluate whether the student will be allowed to continue in the College.

A student may appeal the suspension to the Graduate Program Committee. This appeal must be made in writing and must be submitted to the Associate Dean for Graduate Business Programs within seven days of the notice of dismissal. After review, the Graduate Program Committee may recommend immediate Dismissal from the College, recommend that the student be continued on suspension status pending receipt of additional information, or prescribe a plan to address specific concerns that resulted in the student's Suspension status. If a plan for progression is developed by the GPC, the student will be placed on Probation status pending satisfactory progress.

DISMISSAL FROM THE COLLEGE

A student will be dismissed from the College if the student's behavior is a sufficiently severe and significant departure from the law or University regulations and policies that apply to the student, including the Guiding Professional Standards of the College, the University Student Conduct Regulations, the University's Discrimination and Harassment Policies, or the University's Policy on Acceptable Use of Computing Resources or the student fails to constructively address previous behavioral concerns after College action. A student may also be dismissed if the student departs significantly from the College's academic progression standards or if the student fails to follow adequately any plan prescribed while the student is on Probation status.

Appeal of Academic or Disciplinary Status

Any student who wishes to challenge their academic or disciplinary status with the College must submit an appeal in writing to the Associate Dean for the Graduate Business Programs within seven (7) calendar days following the issuance of a notice from the College identifying the student's status.

Challenges to Academic Decisions:

Student grievances to academic decisions including grades, student-instructor conflicts, and/or academic integrity issues will be appealed first to the instructor, then to the Associate Dean of Faculty, and then to the Graduate Program Committee.

Challenges to Academic Regulations and Requirements

Student grievances to academic regulations and requirements under the jurisdiction of the College of Business will be appealed first to the Associate Dean for Graduate Business Programs and then to the Graduate Program Committee. Students seeking an exception to academic regulations and requirements outside the jurisdiction of the College of Business must petition the appropriate committee for a decision. An explanation of regulations, requirements, procedures, and the specific committee to which to direct the appeal can be obtained through the Registrar's Office, 102 Kerr Administration Building.

Appeal of College Decision

The student may appeal the decision of the Graduate Program Committee to the Oregon State University Provost in writing within seven (7) calendar days following the issuance of that decision. The Provost's decision on the appeal is the University's final decision.

DIVERSITY

As an academic institution, we are dedicated to establishing a learning environment that promotes diversity in all aspects, including race, culture, experience, gender, sexual orientation, and physical ability. Discrimination and/or harassment will not be tolerated within the College of Business. In most cases, discrimination and/or harassment violates Federal and State laws and/or University Policies and Regulations. Intentional discrimination and/or harassment will be referred to the Affirmative Action Office and dealt with in accordance with the appropriate rules and regulations.

Unintentional discrimination and/or harassment is just as damaging to the offended party. But, it usually results from people not understanding the impact of their remarks or actions on others, or insensitivity to the feelings of others. We must all strive to work together to create a positive learning environment. This means that each individual should be sensitive to the feelings of others, and tolerant of the remarks and actions of others. If you find the remarks and actions of another individual to be offensive, please bring it to their attention. If you believe those remarks and actions constitute intentional discrimination and/or harassment, please bring it to the attention of your instructor or the Associate Dean for Business Graduate Programs.

ACADEMIC HONESTY

Instructors within the College of Business take the issue of academic honesty very seriously. Academic dishonesty refers to work or material that is presented as one's own work when, in fact, it is work produced by others or in collaboration with others. Academic dishonesty also includes the act of permitting others to use your work or assisting others to present your work as their own without proper acknowledgment. The University policies regarding academic dishonesty are stated in the *Schedule of Classes*, Academic Regulation AR 15, and may also be found at the Office of Student Conduct web site (<http://oregonstate.edu/admin/stucon/achon.htm>).

Probable Cause

- Instructors may suspect academic dishonesty when work is submitted that is close in content or presentation to that of another student, or to an unquoted source.
- Instructors may suspect a student of cheating if the person is unable to explain the thought processes, techniques, or principles used to prepare the work in question.
- Instructors may suspect that a student has failed to adequately complete a collaborative assignment in cases where observation or questioning leads the instructor to believe that the student has not completed an equitable portion of the burden in some assignment requiring collaboration.

Penalty for Academic Dishonesty

In cases of academic dishonesty, a lower grade, including an "F", can be awarded on either the course or the course assignment. The incident will be reported to the Office of Student Conduct, and the student may be dismissed from the MBA Program. If a student wishes to appeal any of these actions, the student must submit a written request for review. The appeal will be reviewed by the Associate Dean for Business Graduate Programs. If the appeal is denied, the student can make further appeal in keeping with University policy.

Examples of Academic Dishonesty

Although it is sometimes difficult to identify cases of dishonesty, examples of some clear instances of dishonesty are provided below.

Dishonesty has occurred

- When a student turns in the work of another student or person and represents it as his or her own work.
- When a student knowingly permits another student to turn in his or her work.
- When a student deliberately transforms borrowed sections of another's work, either something published in a book or periodical, or another student's paper, in order to disguise its origin.

- When several students collaborate on a project and fail to inform the instructor of their collaboration.
- When a student steals or obtains examination materials or answer keys from the instructor's files.

Dishonesty has not occurred

- When students have permission to collaborate on a project and list all collaborators.
- When students receive advice from instructors, teaching assistants or staff members involved in the course.
- When students share knowledge about library resources or other specific information that makes research easier.
- When students engage in general discussion of the nature of an assignment, the requirements for an assignment, or general implementation strategies.
- When students compare independent solutions to an assignment in order to better understand the nature of the assignment.
- When students quote the written work of others and cite the source on assignments.

EXPECTATIONS OF PROFESSIONAL CONDUCT

Professional Classroom Conduct

The MBA is a professional program. Your classroom experiences will be enhanced by guest lectures provided by professionals from industry. Your educational experience extends beyond the classroom with the IBP, and will require interactions with outside individuals (mentors, consultants, sponsors, etc). There are also numerous opportunities for you to interact and network with business professionals who visit OSU as part of the Visiting Weatherford Fellows program (http://aep.bus.oregonstate.edu/index.php?option=com_content&view=article&id=22&Itemid=56). Your conduct during these interactions with outside professionals reflects not only on you, but on all other candidates within the MBA program.

Our expectations of professional conduct are intended to create a positive learning environment and to practice behavior that is expected in the professional workplace. Students will avoid disruptive and discourteous behavior such as coming to class late, interfering with another student's right to hear an instructor or speaker, reading newspapers in class, monopolizing class time, or any other activity that creates an impediment to a professional classroom environment.

MBA Student Code of Conduct and Ethics

We, the students of the Master of Business Administration program at Oregon State University, are a proud community of long tradition and honor. We pledge to conduct ourselves with honor, integrity and dignity, both during our studies in this MBA program and in our subsequent leadership roles as alumni.

We put forward and stand by the following codes of conduct and ethics in the interest both of being part of a stronger collegiate community and a stronger professional community after we graduate.

Article One – Expectations of Academic Honesty

As MBA students, we are fully committed to the specific policies and broader concepts of academic honesty held at Oregon State University and throughout academia. Our work, whether done individually or through group activities, must not be accomplished through dishonest means. These include, but are not limited to: plagiarism, willful misrepresentation of sources, and unethical assistance or input from unapproved parties.

Students who commit such infractions rob themselves, and past, present and future MBA classes, of the honor and integrity that we all demand. Other students or faculty who learn of these infractions are expected and encouraged to notify the appropriate professor immediately. As MBA students, we support those who fulfill their duty by alerting faculty to any incidence of academic dishonesty.

Any student accused of academic dishonesty is assumed innocent until proven guilty. The student should be afforded full due process, including the right to confront his/her accuser at the appropriate academic hearing.

Article Two – Expectations of Personal Conduct

No student, faculty member or staff member who is associated with this MBA program shall treat another with intentional disrespect. Our MBA community should be a safe haven for its students. We will not tolerate harassment, discrimination,

or incivility of any sort. We compete with each other by fulfilling and exceeding course requirements, not by attacking one another personally.

As MBA students, we expect high standards of personal conduct from all of us. We expect these same high standards from MBA faculty and staff in their relations with MBA students and colleagues, both in the classroom and in any other arena where authority is used or present.

Article Three – Expectations of Academic Quality

We as MBA students are quantitatively judged by grades and minimum GPA requirements. We expect each member of the MBA program to push himself or herself, to consistently demonstrate their personal best throughout their MBA experience, and to take the personal initiative to show comprehensive improvement by graduation.

We as a community will be judged by the performances of past graduates: strong MBA graduates will make our OSU MBA brand a respected and valuable one for years to come. Unprepared MBA graduates hurt the very fabric of everything our program has been building on since its inception in 1965.

Article Four – Expectations after Graduation

While our MBA academic journey ends at graduation, our bond as OSU MBA alumni lasts all the days of our lives. We pledge to continue to support the OSU MBA program by staying connected, supporting future classes and visiting campus whenever possible to share our experiences and to inspire future graduates.

GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS AT OREGON STATE UNIVERSITY

College of Business

The process for appealing academic or disciplinary actions within the College of Business is listed above on page 18. For all other grievances, please contact the Graduate School Office in Kerr Administration Building A300, or via the web at the Graduate School's home page: http://oregonstate.edu/dept/grad_school/grievance.php

RESOURCES, FACILITIES, AND SERVICES

MBA ASSOCIATION [MBAA]

Membership in the MBAA consists of all regular graduate students admitted to the MBA Program. The MBAA serves to link MBA students with peers, faculty, and the business community by expanding educational opportunities through professional activities; facilitating interaction with faculty; promoting contacts with business leaders; and providing recreation and a social community.

COMPUTER LAB AND OTHER COMPUTING FACILITIES

The Bexell Computing Resources Lab is located in Bexell Hall 116. It contains two labs with 104 computers for use by students in the College of Business and the University. Hours are posted in the hallway outside the labs. The lab phone number is 737-3327.

Bexell Hall is wireless. To find instructions on how to connect to OSU's wireless network, go to: <http://oregonstate.edu/helpdocs/wireless>.

Computing resources are also available in the Valley Library and the Milne Computer Center.

VALLEY LIBRARY

The Valley Library is open for Business! Here are some of the services and amenities the OSU Libraries offer.

- Comfortable and inviting study spaces
- Wireless access and Ethernet ports for authorized laptop users
- Library laptops available for check-out and use within the Valley Library
- Group study and research study rooms
 - Over 130 "Information Commons" computer workstations for research and writing
 - Reference librarians and staff assist library users with research
 - Online access to research databases, e-journals and e-books
 - Over 1.5 million volumes, over 13,000 serial titles
 - Excellent Interlibrary Loan services
 - Agreements with libraries in Oregon and Washington give OSU students access to the holdings of 26 academic libraries
 - Library services for extended campus students
 - Java II coffee shop

The Business Librarian is available to assist OSU students, faculty, and staff doing business research. Reference librarians offer individual research consultation, course-specific classes on library resources, and handle information requests and specialized questions. Please contact the business librarian with any questions about business information or the OSU Libraries.

Valley Library contact information

Web page: <http://osulibrary.oregonstate.edu/>

Research Guide for Business: <http://ica.library.oregonstate.edu/subject-guide/281-Business>

Laurie Bridges, - Business Librarian.....	737-8821
Laurie.bridges@oregonstate.edu	
Reference Desk.....	737-7295
Circulation Desk.....	737-2538
Hours.....	737-3432

LEARNING CENTERS

Two special learning centers are available to all students on campus. These are the Center for Writing and Learning [CWL] and the Math Sciences Learning Center [MSLC]. The CWL provides students with assistance in developing their writing, reading, and study skills. The MSLC is available to help students with math and statistics-related questions. Additional information about the learning centers is available in the *General Catalog*.

Center for Writing and Learning [Waldo 125B, 737-2930]
Math Sciences Learning Center [Kidder 108, 737-4946]

SERVICES FOR INTERNATIONAL STUDENTS

The Office of International Programs (OIP) provides a wide range of programs and services for the international students and scholars on the OSU campus. The OIP staff offers an orientation program for new students; liaison with the University, community, and international sponsoring offices; advises on immigration and other governmental regulations, medical insurance coverage, and cultural and personal matters; and helps with financial certifications for the transfer of funds from other countries. In addition, the OIP conducts workshops of interest for international students on such issues as practical training, and provides leadership for a wide variety of cross-cultural activities to enrich the experience of international students on campus and in the community.

Office of International Programs [Snell Hall, Room 444, 737-3006]; <http://oregonstate.edu/international/>

SERVICES FOR STUDENTS WITH DISABILITIES

Disabled students should register with the OSU Office of Students with Disabilities [SSD]. This office can provide services to students with visual, aural, or mobility-related impairments. Some of the resources available to disabled students include: readers, note takers, sign language interpreters, tutors, and counselors. Special orientations to campus are available to new students.

Other services provided for students with disabilities include special parking, special equipment that can be checked-out by disabled students, and information about other programs on campus that provide support services for students with disabilities, such as the Educational Opportunities Special Services Project. It should be specifically noted that no special consideration may be given to students relative to disabilities unless the student has registered with SSD and specific instructions regarding special consideration have been forwarded to faculty.

Tracy Bentley-Townlin
Director, Services for Students with Disabilities
[Kerr Administration Building, A-200, 737-3669]

DIXON RECREATION CENTER

This sports facility is available to OSU students. Aerobics classes, basketball, racquetball, and handball courts are available. Equipment available includes, weight training equipment, exercise bikes, rowing machines, and stair masters. Students must present their OSU I.D. card to use the facilities. Current hours are posted at the Center.

STUDENT HEALTH CENTER

The Student Health Center is available for students who have paid fees for the current term. The Center has a full staff of doctors, nurses, and support staff to handle most health care needs that arise. There is also a pharmacy, sports medicine clinic, and physical therapy unit. Students will be required to show their student I.D. at each visit. To reach the center by phone call, 737-WELL.

CAREER SERVICES

The College of Business is continually expanding its role in helping our graduates make the connections to assist them in becoming employed upon graduation. The College supports its own WEB site of job openings for graduate and undergraduate students. These may change daily so should be checked often for updates. For more information, go to: <http://business.oregonstate.edu/services/> and click on Career Planning.

To increase the likelihood of job placement upon graduation, MBA students should begin their job search activities early in the program, perhaps as early as the first term. Recruiters frequently visit campus during the fall and winter terms. It will be to your advantage to have your resume and other materials ready during fall term; updates can be made during the course of the Program. You should take advantage of all placement opportunities offered by OSU Career Services and the MBA Program, including career fairs, forums, individual company recruitment meetings, etc.

OSU Career Services is available to help you prepare for job search activities. The Center will help you prepare resumes, conduct mock interviews, and arrange interviews with the recruiters. Contact Career Services directly [Kerr Administration Building, B-008, 737-4085, or <http://www.oregonstate.edu/career>] for information concerning the various services offered. In addition, the MBA Program Staff makes available any employment notifications and opportunities as they are available [largely through e-mail notification].

APPENDIX 1: ACADEMIC GRIEVANCE AND DECISION APPEAL

Date: _____

Student Name _____

Student ID: _____

Explain your grievance or reason for this appeal. The request for an appeal must include specific justification, including errors, failure to consider all of the evidence presented, or any other action, including any new evidence not known at the time of the original meeting which may change the outcome. *Note: If any **new** information is provided, the case must return to the originating decision maker for review instead of the next higher level.* Attach additional pages as needed.

If this is an appeal of a grade earned in a College of Business course, please provide the following information:

Course : _____ Grade Awarded: _____ Grade Desired: _____

Signature of Student: _____

Name of Faculty who initiated academic or disciplinary action : _____

Decision: _____

Reason for Decision (attach additional pages if needed):

Signature: _____ Date: _____

Student wishes to appeal this decision: Yes ___ No ___ (attach explanation of why the appeal should be elevated)

Appeal must be submitted within 7 days after instructor decision.

Signature of Student: _____

Unit Level – Associate Dean of Faculty

Decision: _____

Reason for Decision (attach additional pages if needed):

Signature: _____ Date: _____

Student wishes to appeal this decision: Yes ___ No___ (attach explanation of why the appeal should be elevated)

Appeal must be submitted within 7 days after instructor decision.

Signature of Student: _____

College Level – Academic Standing Committee (UPC or GPC)

Name of Committee Chair: _____

Decision: _____

Reason for Decision (attach additional pages if needed):

Signature: _____ Date: _____

Signature: _____

Signature: _____

Student wishes to appeal this decision: Yes ___ No___ (initial or attach e-mail)

Appeal must be submitted within 7 days after instructor decision.

Signature of Student: _____

Provost Level

Name of Person Acting on Decision/Appeal: _____

Decision: _____

Reason for Decision (attach additional pages if needed):

Signature: _____ Date: _____